



Master File Plan

Category	Title and Description	Rule Description	Arrangement	Authority	Event Base
ADM 01-01-[OHR]	PERSONNEL RECORDS Official Personnel Folders of Federal Employees. <i>Records filed on the right side of the Official Personnel Folder (OPF). (See item 10, for temporary papers on the left side of the OPF). Folders covering employment terminated after December 31, 1920, excluding those selected by NARA for permanent retention. See item 1.1 for contractor personnel records.</i>	SEE SPECIAL HANDLING	UPON TERMINATION OR SEPARATION ASSIGN TO ADM 1.1A OR ADM 1.1B. ARRANGED ALPHABETICALLY BY EMPLOYEE. FORMALLY FILE CODE 3293. ADM 1.1 - ACTIVE EMPLOYEES - FILES HAVE BEEN SCANNED IN EOPF (ELECTRONIC	DOE ADM 1.1	Y
ADM 01-03-[OHR]	PERSONNEL RECORDS Federal Personnel Correspondence Files. <i>Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.</i>	CUTOFF FILE AT FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF.	ARRANGED CHRONOLOGICALLY. OLD UFC 3000 - PERSONNEL MANAGEMENT - GENERAL AND 3735, 2220, 3200, 3792.	DOE ADM 1.3	N
ADM 01-03-[OOD]	PERSONNEL RECORDS Federal Personnel Correspondence Files. <i>Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.</i>	CUTOFF FILE AT FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF.	ARRANGED CHRONOLOGICALLY. OLD UFC 3000 - PERSONNEL MANAGEMENT - GENERAL AND 3735, 2220, 3200, 3792.	DOE ADM 1.3	N
ADM 01-06-[OHR]	PERSONNEL RECORDS Employee Record Cards. <i>Employee record cards used for informational purposes outside personnel offices.</i>	CUTOFF AFTER EMPLOYEE SEPARATES FROM SERVICE OR TRANSFERS TO ANOTHER AGENCY. DESTROY 75 YEARS AFTER (CY) CUTOFF.	FILE ON ROCKY FLATS AND OHIO FIELD OFFICE EMPLOYEES. FORMALLY FILE CODE 3293.	DOE ADM 1.6	Y
ADM 01-07-B-[OHR]	PERSONNEL RECORDS Position Classification Files - Federal Employees. Position Descriptions. <i>Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, and related documents.</i>	DESTROY 75 YEARS AFTER POSITION IS ABOLISHED OR DESCRIPTION IS SUPERSEDED.	ARRANGED ALPHABETICALLY BY DESCRIPTION. FORMALLY FILE CODE 3510.	DOE ADM 1.7b	Y

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ADM 16-02-A2-[OLM]	ADMINISTRATIVE MANAGEMENT RECORDS Records Disposition Files. [PROGRAM DOCUMENTATION & NARA TRANSMITTALS] Descriptive inventories, disposal authorizations, schedules, and reports. a. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Agreement to Transfer Records to National Archives of the United States; and related documentation. (2) Other (than SF 115) records.	CUTOFF AFTER THE RELATED RECORDS ARE DESTROYED OR AFTER THE RELATED RECORDS ARE TRANSFERRED TO THE NATIONAL ARCHIVES OF THE UNITED STATES, WHICHEVER IS APPLICABLE. DESTROY 6 YEARS AFTER THE RELATED RECORDS ARE DESTROYED OR IMMEDIATELY AFTER THE RELATED RECORDS ARE TRANSFERRED TO NARA.	ARRANGED BY SITE.	DOE ADM 16.2a(2)	Y
ADM 16-02-B-[OFM]	ADMINISTRATIVE MANAGEMENT RECORDS Records Disposition Files. Routine correspondence and memoranda. Descriptive inventories, disposal authorizations, schedules, and reports.	CUTOFF FILE AT FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF.	ARRANGED BY SUBJECT	DOE ADM 16.2b	N
ADM 16-02-B-[OLM]	ADMINISTRATIVE MANAGEMENT RECORDS Records Disposition Files. Routine correspondence and memoranda. Descriptive inventories, disposal authorizations, schedules, and reports.	CUTOFF FILE AT FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF.	ARRANGED BY SUBJECT	DOE ADM 16.2b	N
ADM 16-05-[CEA]	ADMINISTRATIVE MANAGEMENT RECORDS Project Control Files. [INTEGRATED BUSINESS TEAM RECORDS; PROJECT MANAGEMENT SUPPORT FILES] Memoranda, reports, and other records documenting assignments, progress, and completion of projects.	CUTOFF FILE AT PROJECT CLOSE. DESTROY 1 (FY) YEAR AFTER CUTOFF.	ARRANGED BY SITE.	DOE ADM 16.5	Y
ADM 16-05-[DIR]	ADMINISTRATIVE MANAGEMENT RECORDS Project Control Files. [CORPORATE ACTIVITY RESOURCE REQUESTS (CARRs)] Memoranda, reports, and other records documenting assignments, progress, and completion of projects.	CUTOFF FILE AT PROJECT CLOSE. DESTROY 1 (FY) YEAR AFTER CUTOFF.	ARRANGED BY SITE. FORMER FILE CODE 5210 - CORPORATE ACTIVITY REQUESTS.	DOE ADM 16.5	Y
ADM 16-05-[OFM]	ADMINISTRATIVE MANAGEMENT RECORDS Project Control Files. [INTEGRATED BUSINESS TEAM RECORDS; PROJECT MANAGEMENT SUPPORT FILES] Memoranda, reports, and other records documenting assignments, progress, and completion of projects.	CUTOFF FILE AT PROJECT CLOSE. DESTROY 1 (FY) YEAR AFTER CUTOFF.	ARRANGED BY SITE.	DOE ADM 16.5	Y